

# **Central Coventry Fire District**

## **Board of Directors**

**June 19, 2007 – 7:00pm**

**Central Coventry Fire Station 4**

### **Minutes**

**1.Call to Order – 7:05 pm**

**2.Roll Call**

**President: Girard Bouchard**

**John Bowen (7:35 pm) - Robert Crowe - Anna Mae Lapinski**

**Joe Bonn (7:18 pm), Richard Tellier**

**Tax Collector – Jeanne Graemiger**

**Linda Bennet - Chief Seltzer - Asst. Chief Scott Tucker**

**VP: Michael New, Treasurer: Tom LaColle – Not Present**

**3.Approval of Minutes of the previous Board of Directors Meeting**

**Minutes from 5/15/07**

**Motion: Richard Tellier   Seconded: Robert Crowe**

**Unanimous Vote**

**4.Old Business**

**Awards Dinner – 7/20/07 CHS Auditorium & Cafeteria**

## **Veteran's Exemption – Working on it plan to have at next meeting**

### **Issue with Cardi Property and Tiogue FD**

**Mr. Bouchard spoke to Steve Cardi. He wants to work with us to resolve the issue. He will have his clerk look into his records to get all his payment info. We are waiting for that. Tax Collector is still holding checks. The oldest one is from 11/2006. Mr. Bouchard believes we are making progress it will just take some time to get it all worked out. Mr. Crowe thought he was doing a good job with this issue.**

## **5.President's Report**

**Mr. Bouchard said he had met with Chief Seltzer in regards to the Budget and the Executive Session to be held tonight. There would be more on these topics later. An email was received from Mr. New who is in Malaysia. He will be resigning as a Board Member only because of his work schedule. He has enjoyed working with everyone. His email was not specific as to when his resignation was to be effective. Mr. Bouchard will clarify that date before the board takes any action. Several thank you letters were received.**

**Accepted as presented**

**Motion: Mike New   Seconded: Robert Crowe**

**Unanimous Vote**

## **6.Chief's Report**

### **Administration**

**5. Alternative Funding Committee – Chief Seltzer suggested we ask**

**Warren West, Town Finance Director, to be on the committee. Board thought this was a good idea.**

**9. Lt Hall granted permission to continue his education by pursuing a Bachelor's Degree in Public Administration. There was some discussion as to whether this degree was applicable to his position. Chief Seltzer agreed that this would be beneficial education for Lt. Hall in his position.**

**Chief Seltzer also presented three purchase orders. Medtronic, Annual Service Contract for monitors, \$3,972; Purchase of Jaws of Life with money from VFIS insurance to replace the jaws that were damaged. The third invoice was for an exhaust system for Station**

**5. The total cost of the system is around 20,000. The vendor will spread the payments over three years with no interest at \$7,000 per year. There was some discussion of the benefits of the exhaust system. Also Station 5 is the only one of our four stations that does not have it.**

**All three purchase orders approved**

**Motion: Robert Crowe Seconded: Joe Bonn**

**Unanimous Vote**

**There was some discussion of what other capital expenditures were needed at the stations.**

**From Chief Seltzer**

**Station 5 – Exhaust System & Fire Alarm System**

**Station 3 – New Floor & Sewer Tie In**

**Station 2 – Roof needs work – current roof is Approx. 18 years old**

## **7.Treasurer's Report**

**Mr. LaColle expects three quarters of the Safer grant to be in the next report.**

**Accepted as presented**

**Motion: Robert Crowe   Seconded: Anna Mae Lapinski**

**Unanimous Vote**

## **8.Tax Collector's Report**

**Mrs. Greamiger submitted the bill for the annual service contract from Opal Data Systems. The total amount was \$2,500. She has contacted the CPA and provided him with a copy of the budget provided by Mr. LaColle and a list of all of the Board and Administration members. Further info will be provided to him at the end of our fiscal year. Mrs. Graemiger expects to hold a Tax Sale in August. Assessments will begin after the Financial Town Meeting on July 11. There was some discussion of what would be necessary to move the Tax Collectors office into the training room and adjoining office.**

## **9.Seek to Convene an Executive Session pursuant to RIGL 42-46-5 (a)(1)**

**Personnel – Administrative Assistant & Financial Analyst**

**Motion: Anna Mae Lapinski   Seconded: Richard Tellier**

**Members polled all voted Aye**

**Chief Seltzer was invited for part of the executive session.**

**Motion to reconvene Open Session 9:45 pm**

**Motion: Anna Mae Lapinski Seconded: Joe Bonn**

**Members polled all voted Aye**

**Motion to seal minutes of executive session**

**Motion: Anna Mae Lapinski Seconded: Richard Tellier**

**Members polled all voted Aye**

**Mr. Bouchard stated the board agreed to make the administrative assistant a full time position. Details would be worked out at a later time. Any decisions regarding the Financial Analyst position were tabled to an executive session at the next meeting.**

## **10.New Business**

### **2007 – 2008 Budget**

**Mrs. Bennett presented a spreadsheet regarding the proposed employment changes.**

**Mr. Bouchard brought up Assistant Chief Tucker's contract. There are two years left in his contract however the salary for those two years was not set. Mr. Bouchard proposed a 3% raise for the second and third year. Mr. Crowe asked if that was the same as the union contract. Mr. Bonn agreed that Asst. Chief Tucker should receive the same percentage as the union contract. Mr. Bouchard agreed.**

**Motion made to set a 4% raise for the second and third years of Asst Chief Tucker's Contract.**

**Motion: Joe Bonn Seconded: Robert Crowe**

**Unanimous Vote**

**Mr. Bouchard also brought up Chief Seltzer's Contract which is set**

for the next two years. Mr. Bouchard proposed a 3% raise in addition to what is already in his contract. He also said he had met with the chief and he was happy with his contract but Mr. Bouchard felt he had been doing a very good job and deserved something more. Mr. Bowen felt we should check other Chief's salaries to make sure that Chief Seltzer's was in line with other departments of this size. Mr. Tellier wanted to be careful of changing a contract that was already signed as this could open the way for other renegotiations. Mr. Crowe suggested we don't change the contract but authorize a bonus for next year only in recognition of the Chief's performance.

Motion made to make a one time payment of 3% of Chief Seltzer's salary as a performance bonus.

Motion: Robert Crowe   Seconded: Joe Bonn

Unanimous Vote

### **Recognition Certificates**

Chief Seltzer explained he wanted to create a recognition program whereby a firefighter could be recognized at a monthly Board meeting for services above and beyond the call of duty. A certificate and a ribbon that could be worn on dress blues would be given out. The Board thought this was a good idea and told the Chief to go ahead.

### **11. Introduction of new business to be considered at the next Board Meeting**

Mr. Tellier requested that the Chief put together a prioritized list of

**major repairs and/or Capital Improvements.**

**12.Adjournment – 10:25 pm**

**Motion: Anna Mae Lapinski Seconded: Joe Bonn**

**Unanimous Vote**